



## ***Division of Public Health Services***

*Office of the Assistant Director*

*Public Health Preparedness Services*

150 N. 18<sup>th</sup> Avenue, Suite 540  
Phoenix, Arizona 85007-3248  
(602) 364-3150 / 1-800-200-8523  
(602) 364-3568 FAX

JANICE K. BREWER, GOVERNOR

WILL HUMBLE, DIRECTOR

May 3, 2010

To all Arizona Licensed Air Ambulance Providers:

Under the rules governing air ambulance providers, a set of mission records must be kept, and a portion of those records must be submitted to the Department on a monthly basis, the rule is under A.C.C. R9-25-710 (A) (8 thru 9). The Bureau of Emergency Medical Services and Trauma System has found that the information submitted by the various air providers is not consistent in format and in some cases does not contain all the required elements.

In an effort to assure that all air ambulance providers submit the required elements in a consistent manner, a data element table has been produced which gives the specifics of how records are to be submitted to the Department. The table also includes element field values and formats for records which are only required to be recorded and not submitted on a monthly basis.

Please compare the table and your data submittal to assure that you are complying with the requirements, making any adjustments if necessary. The table is attached or enclosed depending on the version of this letter you are viewing.

In the coming months the Bureau will reevaluate the data submitted to the Department and identify those providers who are not meeting the requirements and notify them of the issue, requesting that they rectify it by making the appropriate adjustments, as required by rule.

In addition, some providers have submitted the required data in an EXCEL spread sheet, this method has shown to be the most efficient and the Bureau requests that all providers submit the information in this format.

Please e-mail your logs to Ithan Yanofsky at [yanofsi@azdhs.gov](mailto:yanofsi@azdhs.gov). We plan on providing an e-mail address which will be used primarily for submittal of air ambulance run logs, this new e-mail address will be available in the near future and notification will be sent out. Also, this letter, the Air Ambulance Data Element Table and a sample spread sheet will be available at our website at <http://www.azdhs.gov/bems/index.htm> under Ambulance Programs.

If there are any questions regarding this letter or the requirements established in rule, please call me at 602-364-3165 or e-mail at [armijoe@azdhs.gov](mailto:armijoe@azdhs.gov).

Sincerely,

Edward J. Armijo  
Deputy Bureau Chief  
Bureau of Emergency Medical Services and Trauma System

Attachment or Enclosure: Air Ambulance Data Element Table